

## Position Available Trial Court Collections & Fiscal Management Analyst

Michigan Supreme Court  
State Court Administrative Office  
Salary Range: \$48,984.48 to \$63,684.00



**DUTIES:** Reports to the Trial Court Services Director. Plan, implement, and coordinate strategies and approaches to ensure trial court compliance with collection and fiscal management requirements and standards. Review and develop policies and procedures for effective court collections and fiscal management. Provide direct technical assistance to courts to improve processes and policies to ensure compliance with statute, court rule and Supreme Court guidelines. Develop and monitor reporting mechanisms for local and state-wide collections management. Review pending and proposed legislation for impact on statewide collections and provide suggestions for amendments and proposals for new legislation impacting collections. Prepare and present program materials for Michigan Judicial Institute seminars for judges and court staff.

**LOCATION:** Michigan Hall of Justice, Lansing, MI

**SKILLS:** Bachelor's degree in court, public, business administration, financial administration, or related discipline. Master's or Juris Doctorate (JD) Degree preferred.

Two to three years of progressively more responsible work experience in trial court operations, collections, and research and statistical analysis, including knowledge of fiscal management principles and practices. In-state travel required.

E-mail preferred to [benedictm@courts.mi.gov](mailto:benedictm@courts.mi.gov), or mail cover letter and resume by January 9, 2004 to:

Human Resources  
Michigan Supreme Court  
P.O. Box 30052  
Lansing, MI 48909

AN EQUAL OPPORTUNITY EMPLOYER